

Board of Selectmen
REGULAR MEETING
Town Hall
May 1, 2007 – 6:00 PM
MINUTES

- 1.0** The Regular Meeting of the Board of Selectmen was called to order at 6:08 PM. In attendance were Selectman John Bendoraitis, Selectman Russ Blakeslee and Administrative Assistant, Mary Ellen Wieczorek. Audience: 1
- 2.0 Minutes**
- 2.1** Moved by Okonuk, seconded by Blakeslee to approve the minutes of the April 3, 2007 Board of Selectmen Regular meeting. Vote: yes. Unanimous.
- 2.2** Moved by Blakeslee, seconded by Blakeslee to approve the minutes of the April 10, 2007 Board of Selectmen Special meeting. Vote: yes. Unanimous.
- 2.3** Moved by Bendoraitis, seconded by Blakeslee to approve the minutes of the April 17, 2007 Board of Selectmen Special meeting. Vote: yes. Unanimous.
- 2.4** Moved by Bendoraitis, seconded by Okonuk to approve the minutes of the April 18, 2007 Board of Selectmen Special meeting. Vote: 2 Yes (Okonuk and Bendoraitis); 1 Abstain (Blakeslee). Motion carried.
- 2.5** Moved by Bendoraitis, seconded by Blakeslee to approve the minutes of the April 26, 2007 Board of Selectmen Special meeting. Vote: 2 Yes (Bendoraitis and Blakeslee); 1 Abstain (Okonuk). Motion carried.
- 3.0 Correspondence**
- 3.1** A letter was read by First Selectmen Okonuk from Eagle Scout Jameson Whitney thanking the Selectmen for endorsing his project and for the assistance provided to him by the town.
- 4.0 Old Business**
- 4.1** The Selectman reviewed the asbestos abatement proposal from ATC Associates for the lower level of the Town Hall. A combined estimate for consulting services and abatement were approximately \$48,000. The cost for new floor tile is not factored into the estimate. Selectmen discussed alternative work locations for lower level offices during the abatement. Moved by Bendoraitis, seconded by Blakeslee to request the Board of Finance to fund \$6,242 for abatement consulting services for the asbestos abatement of the lower level of Town Hall. Vote: yes. Unanimous.

Moved by Bendoraitis, seconded by Okonuk to suspend the rules to take up Item 5.2 on the agenda. Vote: yes. Unanimous.

- 5.2** LVFD officer Bob Cady has been assisting the town with the purchase of emergency telecommunication equipment. The newly acquired Emergency Operations Center (EOC) base radio is housed in the radio room in the LVFD office. In the event of a severe weather emergency, the radio must be capable of being disconnected from the ground floor office of the LVFD and moved to the basement. Additional hardware is required to make this possible. Moved by Bendoraitis, seconded by Blakeslee to appropriate \$1,041.64 from TIP Account #208, unallocated Funds, to a new line item entitled EOC Radio. Vote: yes. Unanimous.

Moved by Bendoraitis, seconded by Blakeslee to return to the order of the agenda. Vote: yes. Unanimous.

- 4.2 Moved by Bendoraitis, seconded by Blakeslee to adopt the revised Memorial Day Parade Procedures effective May 1, 2007. Vote: yes. Unanimous. The American Legion Post 180 advised this year's speaker during the program will be Fr. Brian Converse, Pastor of St. Francis of Assisi Church. Fr. Brian just return from serving a tour in Iraq. Dick Patton has been designated as the Grand Marshal, and Ken Gardner the Parade Marshal.

5.0 New Business

- 5.1 Bids for the harvesting and cutting of corn at the land adjacent to the Transfer Station (Bid A) and for the cutting of hay off Dr. Manning Drive and West Town Street (Bid B) were opened:

Shawn McGuillicuddy (Lebanon)	Bid A: \$585 /1 year	Bid B: \$600/1 year
Jim McCaw (Lebanon)	Bid A: no bid	Bid B: \$501/1 year

Moved by Blakeslee, seconded by Bendoraitis to award both Bid A (harvesting of corn on the land adjacent to the Transfer Station in the amount of \$585.00 from April 1, 2007 to March 31, 2008 and Bid B (cutting of hay off Dr. Manning Drive and West Town Street) in the amount of \$600.00 from April 1, 2007 to March 31, 2008 to Shawn McGuillicuddy of Lebanon. Vote: yes. Unanimous.

- 5.2 Acted on above.

- 5.3 Moved by Bendoraitis, seconded by Blakeslee to hire Tim Tollman for the 2007 summer brush crew program at a rate of Pay \$11.00 per hour, effective April 23, 2007, funds to come from the Unimproved Road Fund, and to furthermore authorize the First Selectman to hire up to three (3) additional summer brush crew employees for the Public Works Department in 2007 at a rate of pay of \$10.00 per hour. Vote: yes. Unanimous.

- 5.4 Moved by Bendoraitis, seconded by Blakeslee to authorize the First Selectman to execute and submit the STEAP Application Grant form to the State of Connecticut, Office of Policy and Management. Vote: yes. Unanimous. (*A copy of Resolution to follow minutes.*)

- 5.5 Moved by Bendoraitis, seconded by Blakeslee to appoint Kenyon Gardner to the Zoning Board of Appeals alternate position to fill the vacancy of Ed Ritz, term ending at the next municipal election, November 2007. Vote: yes. Unanimous.

- 5.6 The Selectmen reviewed new and existing ordinances with the following notations for each ordinance. The Board will discuss again at a future meeting. No action.

(a) Planning and Zoning Commission: PZC recommends increases to the existing fees.

(b) Recreation Commission: The Rec Commission recommends two ordinances. One for "No Dogs" and another for "No Smoking" posted at the recreation area. Selectmen discussed whether the ordinance should state "no dogs" or "no pets", and "no smoking" or "no tobacco products". Further discussion regarding a fine or penalty and how the ordinance would be enforced. The First Selectman will discuss possible penalties for violators with the Resident State Trooper.

(c) Parking Ordinance: Discussion regarding increasing the existing penalty of \$5.00 for prohibited parking. Ordinance is for the snow removal period, November 1 through March 31 First Selectman will consult with Resident State Trooper on current fines.

(d) Driveway Ordinance: Existing specs and bond requirements were discussed. First Selectman will look at what other towns require for bonds and also ask the town engineer to review the existing specs.

(e) Commission on Aging: Technical change on wording to remove First Selectman and Director of Health as members.

(f) Payment of Taxes – Existing ordinance to be repealed as it is no longer in effect.

(g) Fire Marshall Fee Ordinance: Collection of fees needs to be addressed and included in the ordinance; also, the penalty and procedures for non-payment need to be included in ordinance.

(f) LEPC – (Local Emergency Planning Committee): Existing ordinance; re-worded to reflect present terminology and protocol.

(g) Permanent Cemetery Commission: Selectmen requested Mary Ellen Wieczorek look into the ordinance and report back at next meeting.

5.7 Okonuk discussed road-side drainage issues caused by pipes under driveway aprons that are either failing or undersized. What appears to happen in many older homes is that the under-apron pipes are smaller and when new homes are built nearby with larger apron pipes, the water flow comes down the road edge and cannot be accommodated by the smaller pipes resulting in flooded and eroded property edges and lawns. During cold weather this year major ice flows/jams were created. Who is responsible for fixing the existing apron and under pipe? Bendoraitis recommended that the First Selectman contact CCM to see existing ordinances from other towns pertaining to road and property erosion.

5.8 At the May 1, 2006 Annual Town Meeting, a resident requested the town hold quarterly town meetings. Blakeslee stated he agrees that the town should hold more scheduled town meetings, possibly bringing more participation and regularity of the meetings. Existing ordinance states that an annual town meeting must be held the first Monday in May. If the ordinance is revised, meetings must be conducted even if there are no items to address. Okonuk noted that based on necessity and urgency of a matter, Special Town meetings may be required throughout the year regardless of whether quarterly meetings are scheduled. No action.

5.9 There were no appointments/re-appointments to Commissions/Committees.

5.10 Moved by Okonuk, seconded by Bendoraitis to accept, with regret, the resignation of Dick Patton from the Fire Safety Complex Building Committee and the Solid Waste Commission. First Selectman Okonuk stated how pleasant it has been planning the Memorial Day Parade for the past many years, working with Dick, and thanked him for his dedicated service to the town. Vote: yes. Unanimous.

Moved by Okonuk, seconded by Bendoraitis to add item 5.11 to the agenda: Discuss and act upon the purchase of a recognition beam at Camp Laurel. Vote: Yes. Unanimous.

5.11 Okonuk told the Board that the Girl Scouts Council contacted the office to inquire if the town would be interested in purchasing a recognition beam in the amount of \$250.00 to be installed in the new shower house at Camp Laurel. A special plaque honoring three outstanding girl scout leaders from Lebanon will be placed on the beam, which will be presented at a special ceremony at Camp Laurel. Selectmen agreed that this would be a nice gesture from the town; furthermore; Okonuk said this shows the town's interest in scouting and the years of dedicated service by the three leaders. Moved by Bendoraitis, seconded by Blakeslee to authorize the purchase of a recognition beam in the amount of \$250.00 as part of the Camp Laurel expansion project in honor of three leaders, funds to come from Buildings and Grounds. Vote: yes. Unanimous.

Moved by Okonuk, seconded by Blakeslee to add item 5.12 to the agenda: Discuss and act upon contracting services for the oversight of the FSC roof replacement project. Vote: yes. Unanimous.

- 5.12** Okonuk recommended that a clerk of the works be hired to oversee the roof replacement project at the Fire Safety Complex and suggested that architect, Alan Wiede, be hired to provide oversight. Bendoraitis said he would prefer to contract with a building contractor or possibly the existing clerk of the works on the building project as the expertise of an architect is not needed. The Board discussed the services of Peter Zvingilas, the Building Official for the Town. Moved by Bendoraitis, seconded by Okonuk, to recommend Peter Zvingilas as the clerk of the works to oversee the roof replacement project at the Fire Safety Complex. Vote: 2 Yes (Bendoraitis, Okonuk) 1 Abstain (Blakeslee) Motion carried. Okonuk will contact Peter to see if he is interested.

Moved by Okonuk, seconded by Bendoraitis to add item 5.13 to the agenda: Discuss and act upon the hiring of an Aquatics Directors and Life Guards for the 2007 swim program. Vote: yes. Unanimous.

- 5.13** Okonuk told the Board the Recreation Commission recommends hiring Carol Harkness as the Aquatics Director this year. Carol was hired last year to coordinate the swim program and train and supervise the life guards. In addition, one water safety instructor and five life guards will be hired for the season. Moved by Blakeslee, seconded by Bendoraitis to hire Carol Harkness as the Aquatics Director for the 2007 summer program at \$12.73 per hour and to hire one (1) aquatic director at \$9.55 per hour, and five (5) life guards at \$8.72 per hour. Vote: yes. Unanimous.

Moved by Okonuk, seconded by Blakeslee to add item 5.14 to the agenda: Discuss and act upon a Public Safety Statement. Vote: yes. Unanimous.

- 5.14** Okonuk stated that her office has been working with CIRMA (the town's insurance carrier) to establish a Safety Committee. The Committee is a requirement of the State, and the town will be submitting the Safety Committee application after the first meeting is conducted. Because the worker's compensation exposure has substantially increased this year, this committee would meet regularly and discuss any work related injuries, will establish an injury reporting policy and practices for employees, and will discuss methods to reduce worker's compensation exposure. A Safety Policy Statement for the town is required when submitting the application to the State. Moved by Blakeslee, seconded by Bendoraitis to accept the Safety Policy Statement as presented by the First Selectman. Vote: yes. Unanimous.

Moved by Okonuk, seconded by Bendoraitis to add item 5.15 to the agenda: Discuss and act upon repairs to the Community Center basement floor.

- 5.15** Okonuk advised the Selectmen recent heavy rain storms flooded the basement of the Community Center resulting in water damage. The carpet was damaged and the moisture produced a very strong mold odor. Service Master sanitized the walls and removed the water-damaged carpet in the basement. A flooring installer who specializes in epoxy flooring looked at the basement and will present a proposal. The epoxy flooring is guaranteed to withstand damage from water and is mold resistant. A proposal from another installer for standard tile has also been requested. The Selectmen will review both proposals at a future meeting. No action.

Moved by Okonuk, seconded by Blakeslee to add item 5.16 to the agenda: Discuss and act upon the status of the Assessor position. Vote: yes. Unanimous.

- 5.16** Okonuk stated she will be contacting qualified Assessors, as recommended by Quality Data, who might be available to work temporarily until the Assessor position is advertised. The Board discussed the necessity of the position to be changed to full time status. Moved by Bendoraitis,

seconded by Okonuk to recommend to the Board of Finance that the status of the Assessor position be changed to full time. Vote: yes. Unanimous.

Moved by Okonuk, seconded by Bendoraitis to add item 5.17 to the agenda: Discuss and act upon the well at the Town Hall. Vote: yes. Unanimous.

5.17 Okonuk advised the Board she met with plumber Fred Buckley and well-driller Joel Stavens regarding the location of the well at Town Hall; specifically, to discuss raising the well for drainage pipe fittings during the parking lot paving project. Both men stated that the proposed under-drainage connecting the two proposed catch basins will be located too close to the well to meet code. In the event that the existing well failed, the question arose whether the town would want to dig up the newly paved parking lot to repair the well. The pipes from the well to the building are very old. Board discussed cost of moving the well and other options with the parking lot project design. Selectmen will meet next week at the parking lot area and invite the Sanitarian. No action.

Moved by Bendoraitis, seconded by Okonuk to add item 5.18 to the agenda: Discuss and act upon instituting a personnel policy for ID Badges. Vote: yes. Unanimous.

5.18 Bendoraitis stated employees have all received their badges and requests that a formal badge policy be communicated to employees. Furthermore, the policy would be included in the Policies and Procedures Manual. Moved by Okonuk, seconded by Blakeslee to institute and communicate an employee ID badge policy. Vote: yes. Unanimous.

6.0 Executive Session - NONE

7.0 Tax Refunds

Moved by Okonuk, seconded by Blakeslee to approve the following tax refunds. Vote: yes. Unanimous.

Honda Lease Trust	\$183.75	Refund for Excess Payments
Honda Lease Trust	\$265.27	Refund for Excess Payments

8.0 Public Form

Resident Tim Thompson asked the Board who put up the "no parking" signs along Camp Moween Road near the launch area at Red Cedar Lake. The boat launch area has been blocked by very large boulders which makes it impossible to launch any size boat. Okonuk said that residents complained that cars had parked on both sides of Camp Mooween Road in the area of the launch site, blocking traffic and prohibiting the passing of emergency vehicles. Consequently, last year the Resident State Trooper approved posting no parking signs along the road near the launch area. Okonuk also said that there has been a history of rocks being dumped in the launch area – this issue going back many years. Thompson suggested having signs on one side of the road (north side). Okonuk offered to contact the Resident State Trooper to review the signs and discuss the issues of the boulders at the launch area.

9.0 Moved by Blakeslee, seconded by Bendoraitis to adjourn the meeting at 8:30 PM. Vote: yes. Unanimous.

Respectfully submitted,

Joyce R. Okonuk

First Selectman